

Position Title: Director – Gaming Workforce & Supplier Development and Diversity Initiative

Organization: Massachusetts Gaming Commission (MGC)

Position Description: Reporting to the Executive Director, this position provides staff leadership on commission initiatives including implementation of a workforce development plan, creating support for small businesses to serve and supply casino operations and promoting diversity across these initiatives and all future efforts of the commission.

Job responsibilities include, but are not limited to:

- Serve as the commission's lead staffer to develop and implement a workforce development plan in partnership with the Massachusetts Casino Careers Training Institute and others.
- Work with unions, employers, training entities and other workforce development partners and agencies of the Commonwealth to recommend policy and engage in existing or new programs that address casino workplace safety.
- Serve as the commission's lead staffer to help create a task force to provide business services to support small business seeking business opportunities with Category 1 or 2 gaming licensees
- Promote diversity and programs to encourage all residents of the Commonwealth to benefit from the new jobs and business opportunities created through the expansion of gaming.
- Review and identify policies to further the commission's priorities in these key areas.
- Establish program for tracking and reporting women, minority and veteran employment in the expanded gaming industry for both temporary and permanent positions.
- Work with Executive Director and MGC staff to assist MGC Gaming Policy Advisory Committee on topics related to workforce development, small business development and diversity initiatives

Key Attributes of the successful candidate(s):

- Deep and demonstrated commitment to diversity and inclusion as core organizational values
- Ability to work well in a team environment
- Ability to read, research, and implement pertinent legislation
- Excellent organizational and project management skills
- Keen attention to detail
- Ability to communicate effectively verbally and in writing

Knowledge/Skills required:

- Experience with relevant office software applications, particularly Microsoft Excel and Access

Knowledge/Skills preferred:

- College degree in related field
- Previous similar experience in a local, state, or federal government agency setting
- Previous work experience in workforce development, business development, human resources or diversity initiatives

Send Resume and Cover letter by January 15, 2013 with subject reading: Director – Gaming Workforce to mgccomments@state.ma.us